

# **TECHNICAL WRITING SPECIALIST TEMPORARY POSITION/FUNDING EXPIRES SEPT. 30, 2005**

## **◆ THE POSITION**

The Clerk's Office of the United States District Court for Oregon seeks a qualified individual with expertise in the area of disaster recovery planning. This temporary position is located in the Portland Division Clerk's Office. The successful candidate will be responsible for developing the court's Continuation of Operations Plan (COOP) and IT disaster recovery procedures. *This is a full-time, temporary position; funding will lapse at the close of business on September 30, 2005.*

The Technical Writing Specialist will develop the entire COOP for the court using the Model Plan developed by the Administrative Office of the United States Courts as the foundation. The successful candidate will interview and interact with court subject matter experts to develop the Oregon-specific plan. A major portion of the Plan will include backup and recovery of IT data and installation and configuration of the court's operating software. The completed Plan will explain technical concepts in easy-to access, simple language, using layperson terminology (though the IT portion will assume basic understanding of computer administration).

## **◆ QUALIFICATIONS**

**Minimum Qualifications:** To be eligible for appointment at the entrance level, a candidate must possess a minimum of 4 years of progressively responsible experience demonstrating:

- ▶ An aptitude for learning technical material, writing effective procedures and conceptual material of a technical nature and good analytical skills
- ▶ Expertise in interviewing and extracting pertinent information from subject matter experts;
- ▶ Skill in setting and meeting deadlines
- ▶ Ability to apply current rules of grammar, style and punctuation;
- ▶ Expertise with current computer software (word processing, electronic mail, and spreadsheet and graphics) and skill in its use to enhance overall effectiveness and productivity.

Completion of the requirements for a bachelor's degree from an accredited college or university may be substituted for 2 years of experience.

Preference will be given to candidates with previous experience writing disaster recovery and COOP documents.

## **◆ SALARY RANGE**

The salary range for this position is \$20-\$25 per hour depending upon qualifications.

## **◆ HOW TO APPLY**

Qualified candidates are invited to submit to the address below *by 4:30 PM, Friday, March 25, 2005*, a letter of interest, together with a chronological resume' including education, employment, and salary history. Include three references who may be contacted by the court. Verification of employment and reference checks will be made prior to any offer of employment. The Clerk of Court may also conduct a background investigation prior to the selection of the successful candidate. Send application materials to:

### ***TECHNICAL WRITING SPECIALIST***

Office of the Clerk  
Human Resources Division  
United States District Court  
740 United States Courthouse  
1000 SW Third Avenue  
Portland, Oregon 97204

Participation in the interview process will be at the candidate's own expense. The court provides reasonable accommodation to applicants with disabilities where appropriate. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503/326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

## CONDITIONS OF EMPLOYMENT

- Employees of the United States Courts serve under “Excepted Appointments” and are considered “at will” employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply; however, court employees are entitled to the same benefits as other federal government employees.
- Duty station assignments are the sole discretion of the Clerk of Court.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit).
- Pursuant to the Immigration Reform Act of 1986, federal government employees must be citizens of the United States or citizens of countries with whom the United States has treaty relations, as defined by the United States Department of State. Appointment is contingent upon providing proof of being legally eligible to work in and for the United States.

The following conditions apply to candidates for positions with the United States District Court:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- If selected for first-time appointment to a position in the District of Oregon, you may be required to complete a probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- In the event a position becomes vacant in a similar classification within a reasonable time of the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.
- Relocation expenses will not be provided.

## U.S. DISTRICT COURT DISTRICT OF OREGON

The United States District Court for the District of Oregon is a federal trial court within the Judicial Branch of the federal government. The District’s geographic jurisdiction covers an area in excess of 96,000 square miles and encompasses the State of Oregon.

The District Court consists of six district judgeships; five senior district judgeships; six magistrate judgeships; one part-time Magistrate Judge; the Office of the Clerk of Court; the U.S. Probation Office; the U.S. Pretrial Services Office; and the U.S. Public Defender’s Office.

The headquarters for the Court are located in Portland with additional staffed offices in Eugene and Medford.

The Clerk’s Office, under the direction of the Clerk of Court, serves as the primary administrative office for the District and employs a staff of approximately 57 deputy clerks. The Clerk’s Office is responsible for a wide variety of administrative functions including: case administration; courtroom and juror services; record management; appeals processing; human resources and development; budgetary and financial operations; space and facilities management; information technology; and property and procurement.

**The United States District Court  
is an Equal Opportunity Employer**

## UNITED STATES DISTRICT COURT DISTRICT OF OREGON



## POSITION VACANCY

## TEMPORARY TECHNICAL WRITING SPECIALIST PORTLAND DIVISION (Vacancy No. 05-04)

March 18, 2005